



KANSAS

JACK RICKERSON, DIRECTOR

DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL SERVICES

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MEMORANDUM

TO: Agency HR Directors

FROM: Jack Rickerson

DATE: January 19, 2005

SUBJECT: Compensating for Inclement Weather

For a number of reasons, declarations of inclement weather have always proven to be challenging in the area of leave time usage and compensation. The latest declaration, and particularly the declaration for January 6, has been no different. This is clearly an issue we need to address. However, given the complexity of the issue when balanced against the operational demands of the agencies, the solution will take some time. That solution won't come during this season of potential inclement weather, so we need to make decisions that get us through this winter and then be sure to put this matter at the top of our list to address later this year.

On January 6, the Governor's declaration of inclement weather for Shawnee County lasted until 10:00 a.m. It has always been clear in our inclement weather declaration policy that employees who had previously arranged to have time off prior to a declaration of inclement weather would be charged that time; that periods of inclement weather declarations would not be deducted from that charged time. However, what has not been clear, and what has proven to be problematic for the declaration on January 6, is how we manage those situations in which an employee had not previously arranged to have time off and did not come to work on January 6, or came to work after 10:00 a.m.

Those agencies contacting the Division of Personnel Services to ask how to handle those situations were advised to charge the employee for all time absent on January 6. And, some agencies that did not contact the Division of Personnel Services made that same decision. However, we have recently learned that other agencies only charged for time absent 10:00 a.m. That creates an inequity we have to deal with.

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With the philosophy that it is better to add than to take away, it is the Division of Personnel Services position that the period of time (scheduled to work) until 10:00 a.m. on January 6 should be compensable for all employees. If, for example, an employee was scheduled to work on January 6 from 8:00 a.m. until 5:00 p.m., and did not make it to work for the entire day, two hours of that time should be compensated under the inclement weather declaration and 6 hours should be charged to the employee's time. Declarations for areas outside Shawnee County should be managed comparably.

We apologize to those agencies to whom we had given different advice. Fortunately, this decision comes in time for them to make adjustments to their payrolls.

Again, given the complexity of this issue, it is highly unlikely that we will be able to affect new policy in this area until later this year, after the potential for inclement weather has passed. Until we can affect new policy, all periods of inclement weather declarations are to be compensable.

We will appreciate your understanding and support of this policy decision. Please contact me if you have questions or concerns. Thanks.

cc: Governor Sebelius
Agency Heads